



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2010-200

TO: School District Superintendents
District Business Managers
WISE Coordinators
School Principals

FROM: Lachelle Brant, Distance Education Consultant
Innovative, Connections & Support Division

DATE: November 12, 2010

SUBJECT: WDE 591 – Distance Education Milestones Report

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IMPORTANT INFORMATION

Information on the WDE591 Collection

What is the WDE591 Distance Education Milestone Report data collection?

The WDE 591 is used to monitor the delivery and completion of distance education courses. The Milestones represent essential objectives of a course and are used to track student progress and to calculate distance education membership. Districts that receive distance education coursework from any Wyoming school district or postsecondary institution are required to submit the Distance Education Milestones Report. The WDE 591 is now available on the 'WDE Data Collection Form Inventory' located at:

https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=591

What has changed since last year's WDE591 data collection?

The WDE591 is now open and available throughout the school year for districts to upload information at the time of student enrollment. This availability will allow districts the opportunity to ensure accuracy of student level information prior to the collection due date of June 15, 2011.

Additional student demographic fields have been added to the form. Training and guidance are available inside the form for further clarification.

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How will the data be submitted?

This collection will be submitted through the WDE Data Collection Form Inventory by the individual at the district office with upload rights.

When is the collection due date?

The due date for this data collection is June 15, 2011.

Who to contact for more information? If you or your staff has questions, please contact Scott Bullock at 307-777-7418 or via e-mail at sbullo@educ.state.wy.us or Lachelle Brant at (307)777-3679 or lbrant@educ.state.wy.us.

Training is available upon request. Please contact the WDE Distance Education Consultants, if you are interested. Thank you for taking the time to pass this information along to your staff.

LB:sb